King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.01.007 - Use of Artificial Intelligence	Approved By:	Director Allen Nance
	Effective Date:	May 06, 2025
	Reviewed By:	PRC
Distribution:	Review Date:	February 26, 2025

Purpose
The purpose of this policy is to establish guidelines for staff's use of Artificial Intelligence (AI).

Policy
The use of AI by Department employees will only be allowed with prior approval and within KCIT's guidelines.

References
KCIT AI Guidelines
KCIT Approved GenAI Tools

Definitions
Criminal Justice Information (CJI): All Federal Bureau of Investigations Criminal Justice Information Services (FBI CJIS), Washington State Patrol (WSP) or other law enforcement agency provided data including, but not limited to biometric, identity history, biographic, property, and case/incident history.
Generative Artificial Intelligence (GenAI): Generative AI is a type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, documents, images, or video) input by the user. OpenAI's ChatGPT, Microsoft's Copilot and Google's Gemini are examples of GenAI systems.
Personally Identifiable Information (PII): Any information connected to a specific individual that can be used to uncover that individual's identity, such as their social security number, full name, email address or phone number.
Report: Any written documentation produced by DAJD relating to incidents, including incident reports, officer reports, administrative reports, evaluations, grievance responses, PREA investigations, kite responses, witness statements, etc.

A. General Guidelines
1. Department employees shall not use GenAI technology to write or assist in writing reports.

2. Any use of GenAI must be in accordance with County policy and guidelines.
3. GenAI tools used for writing documents must comply with all confidentiality and data protection requirements.
    a. Sensitive or personal information must be securely handled and safeguarded against unauthorized access.
    b. PII and CJI shall not be entered into any GenAI tools or software.

B. Ethical Guidelines for AI Use

1. GenAI tools must be used in a manner that respects the ethical standards of King County and King County's True North Values. This includes avoiding biases and ensuring that GenAI does not make decisions that could impact individuals unfairly.
2. Documents should not rely solely on GenAI for decision-making; human judgment and review must be used in finalizing the content of the document.

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	Chapter 1 **Administration & Personnel Management**	
1.01.008 - Processing Staff Reports	Approved By:	Director Allen Nance
	Effective Date:	July 02, 2025
	Reviewed By:	PRC
	Review Date:	June 11, 2025

Purpose
To establish department guidelines for supervisors when receiving and processing written reports from staff.

Policy
It is the policy of this department that all written operational reports be processed and forwarded through the Chain of Command. These reports will be retained at the facility of origin in a secured administrative area for three years and then forwarded to the Department's records unit. Reports will be retained in accordance with the Washington State Retention Schedule.

A. General Guidelines:

1. All incident related reports will be forwarded via the Chain of Command or to the appropriate Administrator. The Division Major (KCCF and MRJC), Chief of Operations/Security or Deputy Division Director will forward these reports to the appropriate Facility Commander or Division Director and forward a copy to other divisions or departments, as appropriate.
2. The Facility Commander (KCCF and MRJC), Division Director (CCFJC and CCD) or their designee will ensure a tracking and retention system is maintained for all reports.
3. For all non-incident related officer reports or staff reports (i.e., reports regarding requests, proposals, staff complaints, etc.) the Chain of Command will provide a written response to the reporting party within thirty (30) calendar days following the date received, as appropriate.
4. For all reports regarding special assignment opportunities, the recipient or the designee will send a receipt email to the applicant acknowledging receipt.
5. Division Management will inform complainants of findings related to shift investigations and, if appropriate, of action taken.
6. Staff requests will be handled at the lowest possible level of the Chain of Command. First-level supervisors should consult with their immediate supervisor whenever necessary for further direction or resolution of an issue.
7. First-level supervisors will document their action(s) or recommendation(s) and forward incident related reports to the shift commander or first level manager before the end of shift or notify their shift commander or first level manager of any delay and provide a copy of preliminary reports until completed reports can be forwarded. Delays beyond 48-hours must be approved by the shift commander or first level manager.

B. Procedure

1. The Facility Major, Chief of Operations/Security, Deputy Division Director, or Program Administrator will forward reports to the appropriate Facility

Commander, or Division Director and may forward a copy to the other divisions or departments, as appropriate.

2. The Facility Commander or Division Director will review and follow up, as needed, and forward a copy to other divisions or departments, when appropriate.

King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration & Personnel Management**	
1.02.001, Claims Investigation	Approved By:	Director Allen Nance
	Effective Date:	June 27, 2022
	Reviewed By:	PRC , RISM
Distribution:	Review Date:	June 09, 2022

Purpose
To outline the procedures for investigating and managing all claims for damages made against the department.

Policy
It is the policy of the department to properly and promptly investigate all claims made against the department.

A. General Guidelines

1. A file shall be maintained for each claim. Contained in the file shall be, at a minimum:
   a. The Claim for Damages form filed by the claimant.
   b. Any supporting documentation.
   c. The recommendation made by the Records and Information Services Manager (RISM) at the conclusion of the investigation.

B. Procedure

The RISM or Records Specialist shall:

1. Investigate and manage all claims for damages made against the department. These may include, but are not limited to:
   a. Loss of funds or property.
   b. Assaults.
   c. Accidents.
   d. False imprisonments.
2. Investigate each claim received.
3. Work with the following entities to resolve claims:
   a. King County Office of Risk Management.
   b. King County Prosecutor's Office – Torts Section.
   c. The Ombud's Office.
4. Make a written recommendation about the merit of the claim.
5. Forward the recommendation to the Office of Risk Management for resolution/further action.

C. Loss Prevention

1. The RISM shall:
   a. Compile quarterly claims data for presentation to Senior Management.
   b. Submit recommendations for policy and procedure changes for the purpose of minimizing future loss or injury.

King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration & Personnel Management**	
1.02.002, Property Loss or Damage	Approved By:	Director Allen Nance
	Effective Date:	November 26, 2024
	Reviewed By:	PRC, HRDSM
	Review Date:	October 23, 2024
Distribution:	Document Code No.	

Purpose
To establish procedures for employees to immediately report all instances of loss or damage to the department, and to address loss or damage to personal property.

Policy
It is the policy of the department that employees shall appropriately care for department property issued to them. Loss or damage to employee's department-issued property shall be reported through the chain of command. Loss or damage of personal property during the performance of official duties shall be reported through the chain of command and reimbursed when appropriate.

References

RCW:	43.09.185
King County Policies:	FIN-15-1 (AEP) King County Executive Audit Committee 2016-0001 Reporting a Loss or Theft of King County Property and/or Violations of Federal Criminal Law that Potentially Affects Federal Grants
Department Policy:	1.01.001, Code of Conduct 1.02.014, Fiscal Policies, Procedures, etc.
Department Form:	Officer's Report (F-627)

General Guidelines
DAJD shall comply with Washington State reporting requirements (43.09.185), for known or suspected loss or theft of public funds, public assets, or other illegal activity. The report must be made regardless of the value of the loss or theft and regardless of whether or not a suspect has been identified.

A. Department Property

1. Employees shall be responsible for the safekeeping and proper care of department property.
2. An employee's negligence or misuse of department property may lead to disciplinary action.
3. Reimbursement to the County for the cost of the repair or replacement of lost, or damaged property may be required of the responsible staff member by the department, when negligence or misuse is the cause of the damage or loss.
4. Department property shall not be discarded, sold, traded, donated, destroyed,

or otherwise disposed of without proper authority.

5. In the event that any department property becomes damaged, no employee shall attempt to repair the property without the approval of the Administrative Captain/Chief of Operations or their designee.

B. Loss, Damage, or Theft of Department Property

1. Employees shall promptly report all instances of suspected or known loss, damage, or theft of department property through their chain of command.
   a. Employees shall immediately notify their supervisor.
   b. Employees shall submit an Officer's Report or memorandum before the end of their shift or workday, unless otherwise directed by their supervisor.
   c. Complete a Report of Loss or Theft of King County Property form and attach to the Officer's Report or memorandum, if applicable.
   d. If theft is suspected or known off County premises, the employee shall also report the incident to local law enforcement.
      1) A copy of the police report or the police report number shall be attached to or included in the Officer's Report or memorandum, if readily available.
      2) If not readily available, the police report shall be forwarded through the chain of command, as soon as it becomes available.
      3) Personal insurance claims shall not be filed for department property, unless for reimbursement to the department.
2. The Chief Financial Officer shall be notified and determine the responsible party who will file the report with the State Auditor's Office.

C. Loss or Damage of Personal Property

1. Employees are encouraged to leave items of value at home. An employee may be reimbursed for personal property that is lost or damaged during the performance of their duties, if the loss was unavoidable and not the result of negligence on the part of the employee, pursuant to County policy and Collective Bargaining Agreements.
2. An employee sustaining a loss or damage of personal property resulting from their official duties shall submit the following to their supervisor:
   a. A detailed Officer's Report/Staff Report or memorandum describing the events that caused the loss or damage.
   b. A completed King County Expense Claim Form (signed and dated by the claimant).
   c. A receipt that indicates the cost of the repair or replacement of the item(s).
   d. All claim related documents shall be submitted to the Facility Commander or Division Director through the chain of command.
3. Claims may be submitted in accordance with labor agreements and reimbursement should be made within 90 days of known loss or damage.
4. The supervisor shall:
   a. Review the documentation and ensure all the forms are included.
   b. Sign the Officer's Report or memorandum.
   c. Forward all claim related documents to the Facility Commander or Division Director through the chain of command.
5. The Facility Commander or Division Director shall:
   a. Investigate any claim, as necessary. Further investigation may be warranted and may be handled by the Internal Investigations Unit.
   b. Determine the validity of the claim.
   c. Authorize payment as provided for in County policy and/or the appropriate Collective Bargaining Agreement.

6. The accounts payable unit, as authorized by the Facility Commander, Division Director, or Deputy Director, shall reimburse the employee following department policy 1.02.014, Fiscal Policies, Procedures, Best Practices, Internal Controls and Audit Procedures .